

BRENTWOOD BOARD OF SELECTMEN
MINUTES OF 9/30/08

Convened: 6:30 p.m.

Present: David Menter
Kevin Johnston
Jeffrey Bryan
Andrew Artimovich
George Waldron

The Board met and reviewed payroll, accounts payable, and signed the register. The Board reviewed and signed the recreation register.

Jonathan Ellis was in to present the weekly Treasurer's report.

The Selectmen reviewed the minutes of the 9/23/08 meeting. Waldron made a motion to approve the minutes as written. Motion was seconded by Bryan, all voted in favor. The Board reviewed the minutes of the nonpublic meeting that was held 9/23/08. Artimovich made a motion, seconded by Bryan, to accept the minutes as written. All voted in favor.

Gil Tuck, Building Inspector, was in with the following permits which the Selectmen signed:

- Jerry Gingras of 34 Rte 27 for a service upgrade from 100 amp to 200.
- Victor Schmalzer of 335 Middle Road to repair his shed that was damaged by a fallen tree.
- 3 permits for Mill Pond Crossing: unit #15, #47, & duplex w/units #13 & #14.

The Board reviewed the notes:

- Following a statement from NH DOT that they find Hoyle, Tanner's proposal for Crawley Falls Bridge to be satisfactory, Bryan made a motion to accept the proposal. Motion was seconded by Johnston; all voted in favor. Menter signed 2 copies of the proposal.
- Waldron will attend an Epping Planning Board hearing with Sig Sauer on October 9th.
- The Library is taking \$2,800 from their salaries line item to cover heating oil and propane expenses.
- The Selectmen approved a request from the Red Cross to put a sign in the triangle at the intersection of Rte 111A and Dalton road to promote their classes that will be held at the Town Offices. They asked Police Chief Wayne Robinson to check the sign after it is put in to make sure it does not obstruct views.
- Ted Boddy of Middle Road phoned the Selectmen's office to report that Mr. Knowles is continuing his auto repair shop and that a tow truck delivered a vehicle there on Saturday despite the court order for him to cease. The Board would like Mr. Boddy to take photos whenever he sees evidence of the repair business continuing and will also ask Gil Tuck to check it out.

- Johnston will attend a hearing on Wednesday, October 1st, on the Donaldson/Musto issue.
- Julie brought a bill from Town Counsel to the Board's attention as there appeared to be an unreasonable amount of fees associated with the drafting of one letter. Waldron reviewed the bill and will call their office to discuss it.
- Bryan will stop in to the Planning Board office at some point to look at the site plan for Budget Storage so the Board can determine their next step.
- The Board signed a letter to Dept of Health & Human Services regarding the lack of notification to the Town about the positive EEE testing in Brentwood.

Department Head Meeting

Julie passed out packets to all department heads containing appointment schedules, blank budget sheets for '09 budgets, general budget info, department-specific info, wage schedules, and revised handbooks effective 1/1/09. Department heads also received a summary page explaining employee handbook changes which Julie reviewed, and a copy of the list of concerns regarding the prior handbook that Bob Gilbert had presented to the Selectmen earlier in the year on behalf of a number of employees. Phyllis Thompson, Town Clerk/Tax Collector, mentioned that the Board had not addressed the issue that was raised regarding overtime pay on Holidays. The Selectmen said they had discussed it and had decided to leave it as is. They have made changes to deal with the majority of the items on the list; however this was one that they decided not to change. There were no further questions regarding the packets.

Menter then asked each of the department heads to give an update:

Jessica Pimental for Recreation

- The playground has been installed other than a slide that will be put in hopefully be the end of the year.
- BCC rentals are consistent.
- The new sign has been ordered and will be installed late October/early November.
- Their budget looks good.
- For next year they hope to get program specific volunteers, and will budget an increase in oil and electricity expenses.

Bruce Stevens for Planning Board

- Their budget is in line for this year.
- Development is off pace with previous years.
- They have received a \$3,000 grant, which will be used in conjunction with budgeted funds, for a build-out analysis.
- The facilities chapter of the Master Plan is being worked on.
- They will be starting on an update to the Capital Improvement Plan that will push it out 6 years.
- They are working with Rockingham Planning Commission to address the new legislature regarding work force housing.

Phyllis Thompson, Town Clerk/Tax Collector

- They have been sending out mail-in registrations for a year now and it is working well.
- At a recent Tax Collector's meeting Phyllis learned about electronic payments and found there is no cost to the Town. She would like to implement it next year.
- They will need to have police direct traffic at the November elections.

Tracy Waldron for Library Trustees

- They will be taking \$2,800 from salaries line to cover overages in heating/cooling prices.
- The library will need a new circulation software system next year but the Friends of the Library will be helping with the funding of this purchase.

Wayne Robinson, Police Chief

- PD is holding their own with the budget.
- The new cruiser is in and is getting equipped with lights, etc.
- Next year they will be budgeting for a new mobile lan system network which will equip each laptop with electronic data transfer capabilities. The cost for the software is \$1,000/laptop + \$180/yr per laptop in maintenance fees.

Wayne Robinson, Road Agent

- Bottom line budget looks good.
- All the sand has been delivered and they're down 1 load of salt.
- All trucks were recently stickered.

Carole Belliveau for Emergency Management

- There will be a Seabrook siren test on October 25th around 12:00-12:30pm. All 21 communities are participating.
- They have received a \$5,000 grant to rewrite the Emergency Operations Plan.
- There will be a drill on 10/8 and a graded exercise on 11/5.

Joe Bird for Fire Department

- They are over budget on vehicle maintenance, fuel, and heating oil.
- In '09 they will be looking for a new station, new fire truck, and a new utility/mass casualty vehicle.

Jane Byrne for Budget Committee

- 5 members recently attended a budgeting workshop.
- The Committee met on 9/29 and is pleased with the '08 budgets to date considering the high fuel and heating prices.

During a question/answer period, Phyllis Thompson inquired about the Town website. Julie will once again touch base with the IT folks to push them along. Jane Byrne asked what the Board is doing about increased energy costs at the Town Office. Julie explained that RPC is offering a grant that Sue Jones of the Energy Committee will be applying for which would cover the cost of an energy audit for municipal buildings. Bruce Stevens said his workplace recently had an energy audit done by PSNH. PSNH performed the audit for free and paid them 50% of the cost of making the recommended changes. The Board would like Julie to look into this.

That concluded the Department Head meeting.

Carole Belliveau had a couple of Emergency Management documents for the Homeland Security Grant Program Award that David Menter signed.

The Selectmen asked to see Wayne Robinson regarding a police issue and a couple of highway department issues. The Board mentioned to Robinson that one of the officers received 10 hours OT from last week because he worked a weekend shift and then attended training all week. They asked that in the future officers not be scheduled to work shifts during the same week that they will be attending 40 hours of training in order to avoid the OT expense. The Selectmen then had a couple road agent related items to discuss. The first was regarding the metals that are collected behind the highway shed. They discussed where they go, how they get compensated, and what is done with any money received. It was decided that any money received should go into the general fund and then expenditures made from the highway budget. Secondly they discussed a personnel issue within the department. This is a continuing problem and the Selectmen asked that Robinson please take care of it. They also asked that any verbal disciplinary action be noted in writing so it can be put on record in the employee files.

At 8:20 p.m. Johnston made a motion to adjourn, seconded by Bryan. All voted in favor.

Respectfully submitted,

Julie Stevens